



JOHN ENGLER
GOVERNOR

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY
LANSING



DOUGLAS E. HOWARD
DIRECTOR

December 12, 2003

Dear Private Agency Director:

The Child Welfare Institute will pilot training curriculum changes for 2004, beginning January 5. The Child Welfare Institute will offer six eight-week child welfare training institutes for Foster Care (see attachment 1). It is required that child welfare new hires in foster care successfully complete the Institute prior to being assigned a child welfare caseload. The training is job specific and includes prompt reinforcement and application in a field setting for concepts taught. The training design splits classroom and field experience; 28 days in the classroom with 12 days of field experience, at your local private agency office.

Operational Outcomes

1. Determine eligibility for services and funding. Process all required forms and open a case successfully.
2. Process SWSS and all SDM requirements appropriately.
3. Conduct a home call including demonstrating Strength Based Interviewing, Forensic Interviewing, and child abuse investigation techniques as appropriate.
4. Negotiate a Parent/Agency Agreement utilizing a strength-based approach and incorporating factors cited in ISP/USP.
5. Write an ISP/USP following SDM format which is focused on the strengths and needs of the client, including a plan to meet those needs.
6. Demonstrate safety awareness skills.
7. Write a court petition based on the law and case findings.
8. Testify effectively in court.

Conceptual Outcomes

Safety

1. Children are, first and foremost, protected from abuse and neglect.
2. Children are safely maintained in their homes whenever possible and appropriate.

Permanency

1. Children have permanency and stability in their living situations.
2. The continuity of family relationships and connections is preserved for children.

Child and Family Well-being Outcomes

1. Families have enhanced capacity to provide for their children's needs.

2. Children receive appropriate services to meet their educational needs.
3. Children receive adequate services to meet their physical and mental health needs.

All operational and conceptual outcomes are supported by specific training objectives and performance measures to assure new hires are able to demonstrate initial competence in the designated outcome areas. The training program is “case based” with very specific performance activities demonstrated throughout the training.

All trainees also attend the following classes together with Child Protective Services workers:

- Engaging Children and Families
- Safety Awareness
- Medical Findings of Abuse and Neglect (presented by Elaine Pomeranz M.D.)
- Introduction to Sexual Abuse
- Legal Process/Mock Trial (Michigan Child Welfare Law Resource Center)
- Bringing in the Customer

Program Specific Transfer Training (PSTT)

Foster Care Program Specific Transfer Training (PSTT) is currently not being scheduled or offered. At this time, if an employee transfers from one child welfare program to another, or assumes the duties of an additional program, the local agency will need to assume the responsibility to train those workers.

Travel Account Cost Containment:

Due to FY 2003 budget restrictions, only CWI approved Child Welfare training sessions will be supported by state travel funds. Local offices are not to use travel funds for any other child welfare training sessions. Currently, approved child welfare training session include all sessions listed in this memo. Listings of approved child welfare training sessions may be found on the Child Welfare Institute Web site at: www.michigan.gov/fia “Doing Business with FIA,” then click on “Child Welfare Training Institute.”

Expenses: *New Hires Only*

For new hires in 2003, FIA will pay reasonable travel expenses for agency staff who enroll in the eight-week Institute within eight weeks of hire date and successfully complete the training. New staff attending the Institute must complete an FIA-1582TR Travel Voucher (attachment 2) documenting expenses incurred. These documents will be available at the training site or the attached document may be copied. Original receipts are required for overnight accommodations and parking. Meal receipts are not required.

For staff who must travel over 75 miles (one way per map mileage) from their agency, FIA will reimburse overnight lodging and meals at the private agency’s rate or the following rates, whichever is less:

Mileage	\$0.27
Breakfast	\$6.75
Lunch	\$7.25
Dinner	\$16.50
Overnight Rate	\$65.00
Parking	Attach receipts

For travel under 75 miles one way, FIA will reimburse mileage and lunch, if the person is being trained outside of the county their agency is located in. Individual trainee’s travel vouchers with accompanying required receipts are to be collected and attached by the private agency to a FIA-1582 Payment Voucher (attachment 3) indicating that these are new hire Child Welfare Institute travel expenses: the name, social security number of each trainee, dates of travel

(start and end dates) and total for expenses for that period are to be included in box 15 of the FIA-1582 Payment Voucher (more than one trainee can be on a payment voucher). The FIA-1582 Payment Voucher and accompanying documentation is to be sent by the 15th of the following month to:

Ms. Janet Dobson
Family Independence Agency
Office of Professional Development
235 S. Grand Avenue, Suite 708
Lansing, MI 48909
Phone: (517) 335-4521

Please contact Janet if you have questions regarding preparation and/or submission of the above documents.

Registration:

To acquire training for all additional programs, registrations, confirmations, denials, and transcripts for Child Welfare Training Institute sessions are handled through the Office of Professional Development (OPD). All private agency staff must register using the FIA-954 (Rev. 1-99) Training Registration form (attachment 4). **Completed registrations are due to OPD two weeks prior to the scheduled training.** Confirmations for the training will be sent by OPD to the supervisor. This will include specific details on times and room locations for the training. Registrations received later than two weeks prior to the scheduled training will be accepted for class registration if space is available. **Questions about registrations, confirmations, or denials should be directed to OPD at (517) 241-7554.**

The Child Welfare Institute welcomes the opportunity to collaborate with agencies to provide Child Welfare staff with a comprehensive, outcome-based training program. Agency input and feedback on the training is always welcome.

Updates and Additional Information:

Updates and additional child welfare training information may be found at:
www.michigan.gov/fia.

If you should have any questions or concerns regarding CWI courses, please contact the office at (517) 335-6216.

Sincerely,

Cindy Ahmad
Foster Care Training Manager
Child Welfare Institute

cc: Office of Professional Development
Federation of Private Child Placing Agencies
Office of Purchased Care Contracts

Attachments